PETITION REQUIREMENTS CHECKLIST

Form	Petition sheet must be a single, self-contained sheet of paper printed front and back side (not glued, stapled, taped).
	Must be in the exact format as prescribed in Administrative Rule (5:02:08) - the candidate nominating petition can have 20 signatures lines on letter size sheet of paper or 30 signature lines on legal size sheet of paper (these are suggestions and how we have created petitions to be downloaded).
	Header matches prescribed format.
	Instructions to Voters must be included.
	Signature lines are numbered in order.
	A candidate can complete the declaration of candidacy and have his/her signature notarized and then prior to collecting any signatures he/she can make photocopies of that petition sheet to circulate. **NOTE**: You must receive the petition with the original signature on the declaration with the petition sheets that were photocopied in order to count any signatures on the photocopied petition sheets. You **CANNOT** count any petition sheets that have photocopied voter signatures lines on them.
	Verification of Circulator section must be included.
	If the petition is not in the format prescribed by administrative rule, that petition sheet is thrown out.
Circulator	Circulator must print their name otherwise petition sheet is thrown out.
	Circulator must sign their name otherwise petition sheet is thrown out.
	Circulator must be a South Dakota resident and list an in-state, residential address (NO PO BOX OR OUT OF STATE ADRESS IS ALLOWED) otherwise petition sheet is thrown out.
	Circulator CANNOT be the notary on the petition they circulate otherwise petition sheet is thrown out.
	Only one circulator may sign otherwise petition sheet is thrown out.
	Circulator CAN be a signer on the petition.
	Circulator is allowed to fill in all of a signer's information on a signature line <u>except</u> for the voter's signature.
	If the filing deadline has not passed and there is missing information on the petition, you need to allow the circulator to add the missing information (except the voter's signature) as long as this is prior to the filing deadline.
	If missing info from circulator's verification can be found elsewhere on the petition then that is acceptable (ex. Circulator does not list his/her residence address in the circulator verification section, but the circulator is also the candidate and you can find his/her residence address in the candidate declaration section of the petition).
Notary	Must be a South Dakota Notary otherwise petition sheet is thrown out.
	Notary Seal or Imprint must be on petition otherwise the petition sheet is thrown out (if County Auditor, Municipal Finance Officer or School Business Manager - they can use their jurisdiction seal but that is not required).
	Notary must sign otherwise petition sheet is thrown out.
	Date of notarization must be fully complete including day/month/year or petition sheet is thrown out.
	Notary's full expiration date must be listed including day/month/year otherwise petition sheet is thrown out (if County Auditor, Municipal Finance Officer or School Business Manager - they do not need to list an expiration date).
	Notary CANNOT sign petition nor be the circulator
	Notary must verify AFTER circulator signed/dated otherwise petition sheet is thrown out.
	The title of person administering the oath is not required.

Signatures	If the date of signature of voter is before the date the candidate signed the declaration of candidacy the signature line is invalid.
	Date of voter's signature must be <u>on or before the</u> notary signs the petition
	Date includes Month, Date (Can be spelled out or numerical, the year is not required)
	Date of voter's signature must be on or after the voter's registration date
	All six boxes on each signature line must be completed
	Ditto marks are not allowed
	Signers printed name must be legible and they can sign how they usually sign - DOES NOT need to match his/her voter registration record
	Voter's address DOES NOT need to match the address listed in their voter registration record
	County must match the county listed in their voter registration record
	Both active and inactive voters can sign petitions
	The petition must meet the signature requirements for the office the candidate is running for. You only need to validate signatures up to the number required and then you can stop. You do not need to verify extra signatures above the required number.
	If the voter lives in a 1st class municipality, he/she must list a residential address (no PO Box's are allowed). !st Class Municipalities are: Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Vermillion, Watertown, Yankton.
Acceptable	If voter signed in the printed box and printed in the signed box (same with the other boxes – if they are mixed up but all the information is there) you accept that signature line.
	Common abbreviation marks are acceptable.
	Name of a well-known building is acceptable (ex: Golden Living Nursing Home).
	If signature lines are skipped you still count the other signature lines that meet all of the qualifications included in this checklist.
	Description of residence location if the person does not have an address (ex: 7 miles West on Grey Goose Road, brown house across the street from the red barn).
Additional Notes	If a voter contacts you and wants his/her name removed from the petition, the only way for that to be removed is for the voter to contact the circulator on that petition and request his/her name be removed. The circulator is not required to remove the signature. This has to be done prior to the petitions being submitted to you.
	Petition sheets are public documents but only after you have validated the signatures and either filed or rejected the petition. Any individual can request a copy of the petition form once the validation process is completed and you will charge your normal copy fee.
	If you receive a petition that does not look like it is in the proper form and/or you have other questions, please call or email our office or talk with your city attorney.